

ADAM PAUL LAXALT
Attorney General



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STATE OF NEVADA

OFFICE OF THE ATTORNEY GENERAL

555 E. Washington Ave. Suite 3900
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*Unclassified Position Announcement
Open Competitive*

**DEPUTY ATTORNEY GENERAL
BUREAU OF CRIMINAL JUSTICE
CRIMINAL PROSECUTION UNIT**

POSITION TITLE: Deputy Attorney General

GROSS SALARY: Depending on experience, the salary range is:

PERS Employee/Employer Paid	-	<u>\$76,003.20 - \$101,495.00</u>
PERS Employer Paid	-	<u>\$66,669.84 - \$ 89,030.00</u>

DUTY STATION: Las Vegas. Occasional travel is required. The travel may be within or without the United States.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Attorney General. This position is funded through the use of certain settlement proceeds. Employment is contingent upon successful completion of a NCIC/NCJIS and a fingerprint criminal history check.

The deadline to submit applications is **OCTOBER 27, 2017**. Applications/resumes received for this position after this date will not be accepted or considered.

POSITION SUMMARY: Reporting to the Chief Deputy Attorney General of the Criminal Prosecution Unit, this unclassified position is responsible for prosecuting fraud cases and performing such other duties as assigned. The position requires preparation of written pleadings and briefs, legal research, and conduct of preliminary hearings, grand jury proceedings and jury trials.

QUALIFICATIONS

MINIMUM EDUCATION AND EXPERIENCE: A Juris Doctorate from an accredited law school, a member of the Nevada Bar in good standing, and a demonstrated commitment to the practice of criminal law. At least one year of prosecutorial experience preferred, but equivalent experience will be considered.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt.

Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment, and must be admitted to and in good standing, with the State Bar of Nevada.

Candidates should have experience, skill, or training in the supervision of others as demonstrated by outside experience or coursework or completion of Department of Personnel Supervisory Courses.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and to use standard office equipment and to travel to offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, detailed resume, writing sample, and a list of 3 professional references by **OCTOBER 27, 2017** to:

Julie A. Fox-McCullough, Supervising Legal Secretary
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